

Building Permits

A Building Permit is required for any work that intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the International Building Code.

Building Department Contacts:

Dave Spencer, Building Official, 425-888-7643, email dspencer@northbendwa.gov

Colin Mercer, Building Inspector/Code Enforcement Officer, 425-888-7645, cm Mercer@northbendwa.gov

Tom Meagher, Office & Permit Coordinator, 425-888-7641, email tmeagher@northbendwa.gov

Directions to Community & Economic Development Building, which includes the Building Department:

[Directions to CED](#)

Building Permit Application:

For Building, Fire, Sign, Demolition, Clearing & Grading, Tree, Roofing, Mechanical, and Plumbing permits, please use the form linked below.

[Building Permit Application](#)

Business License Is Required:

Contractors working within North Bend are required to obtain a City of North Bend Business License. Contractors who do not have a valid Business License will **NOT** be issued permits to work in North Bend. Business Licenses can be applied for at the same time as a Building Permit.

Applying for a New Business License

The city partners with the Washington State Business Licensing Service (BLS) to issue city business licenses. This combined licensing system allows the Contractor to meet the local and state requirements with one transaction. A city license will be added to your State Master Business License as an addendum. City business licenses are renewed annually.

There are three ways to file the Business License Application and the city business license addendum:

- Before applying for a Building Permit, file online, using your credit card. Here is the link to apply: <http://bls.dor.wa.gov/file.aspx>. You can also contact BLS at 1-800-451-7985. Filing online is the fastest method to apply because your application does not require mail delivery or the information to be inputted manually, which can save you a week or two in the registration process.
- File in person at the City Hall Kiosk, using your credit card.
- File in person at the City Hall Front Desk, using a company or personal check, or pay by cash.

You will receive your business license about four to six weeks after submitting your application.

Other Forms & Applications:

Other city forms and applications may be viewed under "Forms/Applications". Please click on the link below.

[Forms/Applications](#)

Check Permit Status

You may check the status of any permit received by the City of North Bend from February 2009 to the present by using the link below.

[Check Permit Status](#)

Building Permit Submittal Information:

Please submit a completed and signed City of North Bend Building Permit Application along with two sets of plans, stamped by a licensed engineer, architect, or design professional ([Building Permit Application](#)). Three sets of plans will be needed if your Building Permit requires a Floodplain Development Permit ([Floodplain Development Permit Application](#)). A determination of whether your Building Permit Application requires a Floodplain Development Permit will be made at submittal or shortly thereafter. If you wish to have a preliminary determination made before you submit your application, please contact *Dave Spencer, Building Official, 425-888-7643, email dspencer@northbendwa.gov* or *Tom Meagher, Office Coordinator & Permit Technician 425-888-7641; email tmeagher@northbendwa.gov*. Not all permit applications require stamped plans (for example, most “over the counter” permits, which can include plumbing, mechanical, and roofing permits, do not require stamped plans). Also, if you feel your project is not structural in nature and you would like a determination made if stamped plans are required, please contact *Dave Spencer, Building Official, 425-888-7643, email dspencer@northbendwa.gov*. Remember to fill in the “Valuation” field on the application by indicating the total cost of the project, which includes all labor & materials required to finish the permitted work.

New Single Family Residence Construction – [Submittal Documents Required](#)**Contractor Requirements:**

Contractors are required to be licensed by the State of Washington. To see if a contractor has an active, valid license, and that they have met all the legal requirements for operating in Washington State before you hire them, click on the link below. Look for the contractor registration number in advertisements for contractors. The law requires this number be included in all advertisements, including business cards and Yellow Page ads. The Building Department will not issue a permit unless the contractor has a valid Washington State license. Also, the City of North Bend will require that contractors working in North Bend have a city business license. Please contact *Juanita Smart, Business License & Tax Coordinator 425-888-7636, email jsmart@northbendwa.gov*.

(To look up a Contractor, Plumber, or Electrician, please click on the link below)

<https://fortress.wa.gov/lni/bbip/>

Other Consumer Resources on Contractors:

- Office of the Attorney General, Consumer Resource Center 1-800-551-4636

(For the Office of the Attorney General website, please click on the link below)

www.atg.wa.gov/SafeguardingConsumers/

- Better Business Bureau 206-431-2222

(For the Better Business Bureau, please click on the link below)

www.bbb.org

- Labor & Industries. Labor & Industries handles complaints on home defects, warranties and other homeowner issues. 1-800-647-0982

(For Labor & Industries website, please click on the link below)

<http://www.lni.wa.gov/>

International Building Code & International Residential Code:

The City of North Bend has adopted and uses the 2012 International Building Code (IBC) and the 2012 International Residential Code (IRC). The IBC and IRC are not available online. If you would like to view a hardcopy of any of the code books from the ICC, the Building Department would gladly make available its copy for you to review at our office. For more information on any of these codes, please contact *Dave Spencer, Building Official, 425-888-7643, email dspencer@northbendwa.gov* or *Tom Meagher, Office Coordinator & Permit Technician 425-888-7641; email tmeagher@northbendwa.gov*

City of North Bend Building Code:

Additional, detailed information concerning the City of North Bend's Building Code can be found in the city's Municipal Code, which is on our website. To get to the city's Municipal Code, click on the following link ([Municipal Code](#)). The Building and Construction sections are found under Chapter 15. Information on the city's Bulk & Dimensional Standards, Permitted Uses, and Performance Standards can be found under Chapter 18 Zoning.

Zoning Map:

To view the city's Zoning Map, please click on the link below. For questions regarding the city's zoning, contact one of the Planning Staff: *Jamie Burrell, Senior Planner 425-888-7642* jburrell@northbendwa.gov; *Mike McCarty, Senior Planner 425-888-7649* mmccarty@northbendwa.gov.
[Zoning Map](#)

Parcel Address Map:

To view the city's Parcel Address map, and to confirm that a property is within the city limits and jurisdiction of the City of North Bend, click on the link below.
[Parcel Address Map](#)

King County's Mapping System:

King County has a mapping & property information system called "iMAP". It's a great resource for looking up all sorts of useful information on a particular parcel of property anywhere within King County. Click on the link below to access their site. If you need help navigating this site, contact *Tom Meagher, Office Coordinator & Permit Technician 425-888-7641*; email tmeagher@northbendwa.gov.
(For the King County iMAP system, click on the link below)
<http://www5.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp>

Pre-Application Review:

A Pre-Application Review meeting is available at no charge to help you with your project submittal questions. Pre-Application Review meetings are attended by city staff representing various departments, for example, the Planning, Building, and Engineering Departments. Contact one of the Planning Staff for more information about Pre-Application Review meetings and to schedule a meeting: *Jamie Burrell, Senior Planner 425-888-7642* jburrell@northbendwa.gov; *Mike McCarty, Senior Planner 425-888-7649* mmccarty@northbendwa.gov; *Lynn Fredenburg, Associate Planner 425-888-7646* lfredenburg@northbendwa.gov

An application form for a Pre-Application Review meeting is linked below.

[Pre-Application Review Application](#)

Roofing, Mechanical, and Plumbing Permit Information:

Permits are required for the replacement of a roof in North Bend, and it is the property owner/contractor responsibility to ensure that the roof is designed to withstand the city's wind speed minimum of 80 MPH. Mechanical, Plumbing and Roofing Permits are in most cases (but not all) considered an "over the counter" permit. Once a completed Building Permit Application has been received at the Building Department, permits generally take about 20 minutes to prepare. If you fax or email us your application, we can usually have it ready for you by the time you arrive. Fax to 425-888-5636; email to tmeagher@northbendwa.gov. For more information and to confirm that your project would be considered an over the counter permit, please contact *Dave Spencer, Building Official, 425-888-7643*, email dspencer@northbendwa.gov or *Tom Meagher, Office Coordinator & Permit Technician 425-888-7641*; email tmeagher@northbendwa.gov.

Fire Permits:

Fire Permits, of all types, are regulated by Eastside Fire & Rescue (EF&R) Fire Marshall's Office. Permits are received at the Building Department, reviewed at EF&R, and then returned to the Building Department for issuance. The City of North Bend charges a flat fee of \$50 for administering the permit. Please submit three sets of plans with your permit application. For additional submittal requirements, you may contact EF&R Fire Marshall's Office directly at 425-392-3433.

For fire inspections please email request to inspections@esf-r.org and allow a 48 hour turnaround time for the inspection.

Sign Permits:

Please submit a completed City of North Bend Building Permit Application along with two sets of plans on the complete details of the proposed sign. Contact one of the following city staff for more information concerning the requirements for a Sign Permit: *Jamie Burrell, Senior Planner 425-888-7642* jburrell@northbendwa.gov; *Mike McCarty, Senior Planner 425-888-7649* mmccarty@northbendwa.gov; *Tom Meagher, Office Coordinator & Permit Technician 425-888-7641; email* tmeagher@northbendwa.gov

Tree Permits:

The City of North Bend requires a permit to remove what is considered a substantial tree. To view the city's tree regulations, click on the link [Significant Tree Removal](#). If you would prefer to speak to someone directly about tree regulations and permitting, please contact *Jamie Burrell, Senior Planner 425-888-7642* jburrell@northbendwa.gov or *Mike McCarty, Senior Planner 425-888-7649* mmccarty@northbendwa.gov.

Demolition Permits:

The cost of a Demolition Permit is \$75 for a residential structure, and \$150 for a commercial structure. For more information about obtaining a Demolition Permit, contact one the Building Department staff: *Dave Spencer, Building Official, 425-888-7643, email* dspencer@northbendwa.gov or *Tom Meagher, Office Coordinator & Permit Technician 425-888-7641, email* tmeagher@northbendwa.gov.

Floodplain Development Permits:

Floodplain Development Permits are required by FEMA for any construction in the Floodplain, under certain conditions. A determination of whether your Building Permit Application requires a Floodplain Development Permit will be made at submittal of your permit application or shortly thereafter. If you wish to have a preliminary determination made before you submit your application, please contact *Tom Meagher, Office Coordinator & Permit Technician 425-888-7641; email* tmeagher@northbendwa.gov. Below is a link to the City of North Bend Flood Insurance Rate Map (FIRM). The map can show you whether your project is in a flood hazard zone. Also below is a link to the Floodplain Development Permit Application.

The FIRM Map is unavailable. For information on the FIRM Map, please contact Marc Ramsey, GIS Mapping CAD Technician, 425-888-7644, mramsey@northbendwa.gov
[Floodplain Development Permit Application](#)

If you live outside of the city limits of North Bend and need information on the Floodplain, contact the King County Department of Development and Environmental Services at 206-296-6606 or click on the link below.

(For King County Flood information, please click on the link below)

<http://www.kingcounty.gov/property/permits/FAQ/CAFlood.aspx>

Snow Load and Wind Speed Minimum:

The Snow Load for North Bend is 33 pounds per square foot. The Wind Speed Minimum for North Bend is 80 mph.

Decks, Sheds, and Fences:

The City of North Bend does not require a building permit to construct:

- a non-covered deck less than 30" above grade;
- a residential accessory use structure that is used as a non-livable space and is less than 200 square feet;
- a fence six feet or less in height.

Any construction that does not meet these parameters will require a building permit, and no permanent structure can be built within any FEMA recognized Flood Channel. Also, it is the property owner's responsibility to ensure that all setback requirements and minimum sight distances are met. Contact one of the Building Department staff if you need help with any of these issues: *Dave Spencer, Building Official*, 425-888-7643, email dspencer@northbendwa.gov or *Tom Meagher, Office Coordinator & Permit Technician* 425-888-7641, email tmeagher@northbendwa.gov.

Electrical Permits:

The City of North Bend does not issue Electrical Permits, but uses the Washington State Department of Labor and Industries (L&I) as the agency that has the authority to issue Electrical Permits in North Bend. Contact L&I at 425-990-1400, or click on the link below for more information.

<http://www.lni.wa.gov/TradesLicensing/Electrical/FeePermitInsp/default.asp>

Septic Systems:

The City of North Bend does not issue Septic Permits, but uses the King County Department of Public Health as the agency that has the authority to issue these permits in North Bend. Contact King County Department of Public Health at 206-296-4932, or click on the link below for more information.

<http://www.kingcounty.gov/property/permits/info/SiteSpecific/septic.aspx>

In some cases, septic systems are not allowed within North Bend if sewer is available. Contact the city's Public Works Department to find out if sewer is available for any property within North Bend: *Public Works Department* 425-888-0486.

Inspections:

To schedule an inspection for any issued permit, please contact *Colin Mercer, Building Inspector*, 425-888-7645, email cmercerc@northbendwa.gov

Not sure what application or form you need?

Click on the link below to view all our forms and applications, or contact the Building Department staff for more information: *Tom Meagher, Office Coordinator & Permit Technician* 425-888-7641; email tmeagher@northbendwa.gov.

[Forms & Applications](#)

Permit Fees and Paying for Your Permit:

The City of North Bend does not take credit cards, so bring a check or cash with you when you come to drop off or pick up your permit. Permit fees can be required at both submittal of your permit application, as well as when your permit is ready to issue, so it's best to be prepared for either possibility. Also, if you do not have a City of North Bend Business License, you will be required to obtain one before your Building Permit will be valid. If you would like to discuss the cost of the permit before you submit your application, as well as when payment will be required for your specific project, contact *Tom Meagher, Office Coordinator & Permit Technician* 425-888-7641; email tmeagher@northbendwa.gov

Permits Issued by Other City Departments

The following permits or licenses are issued by City Hall or the Public Works Department:

Business Licenses – contact *Juanita Smart, Business License & Tax Coordinator 425-888-7636;*
email jsmart@northbendwa.gov

Side Sewer Permits – contact *Carrie Lee, Public Works Office Coordinator 425-888-7651;* email
clee@northbendwa.gov

[Side Sewer Permit Application](#)

Special Event Permits – contact *Susie Oppedal, City Clerk 425-888-7627;*
email soppedal@northbendwa.gov

[Special Event Permit Application Packet](#)

Street Use Permits – contact *Carrie Lee, Public Works Office Coordinator 425-888-7651;* email
clee@northbendwa.gov

[Street Use Permit Application](#)